

Minutes  
Board of Supervisors  
Work Session  
May 5, 2015

Members Present: Johnny Woodward, Chairman At-Large  
D. Keith Guzy, Jr. District 1  
David Wiatrowski, District 2  
J. D. Cave, District 3  
Darrell Short, District 4  
Dorothy F. Pendley, District 5

Staff Present: Amity Moler, County Administrator  
Regina Miller, Assistant to the County Administrator  
Kenny Fox, Building Official  
Michelle Somers, Zoning Administrator  
Lynda Minke, Landfill Director  
Nathan Miller, County Attorney

**Call to Order:**

Chairman Johnny Woodward called to order the work session of the Page County Board of Supervisors on May 5, 2015, at 7:00 p.m. in the Board of Supervisors Room located in Page County Government Center, 103 South Court Street, Luray. A quorum of the Board was present.

Chairman Woodward amended the agenda by adding Mr. Don Thomas from Wingate Appraisal Service to give an update on the reassessment to the beginning of the agenda.

Supervisor Short said he wanted to let everyone know that he approved of the budget, since he was unable to attend the Budget adoption meeting, due to personal reasons. He thanked staff for a smooth budget process.

**Update on the Reassessment:**

Mr. Don Thomas, Wingate Appraisal Service, thanked the County for choosing Wingate Appraisal to perform the reassessment. He outlined that the overall status of the reassessment is that it is on track and over 50% of the properties have been visited. He indicated that they have to perform a thorough market study of the County's real estate market. He said they expect to be complete with the field work and data entry by mid-October and the reassessment notices will be sent out in mid-November. They will then conduct reassessment hearings during the end of November through first of December. Once the assessor's hearings are complete, they will conduct their reviews, which will be complete by mid-December. This will allow them time to print the reassessment book and finalize the complete project. Mr. Thomas said the legal deadline to be complete the reassessment is December 31, 2015. He emphasized that this is a process and that it is difficult to get every reassessment 100% correct. He said that the

process will allow citizens dispute their values. He encouraged the Board to let the process work.

Supervisor Wiatrowski asked how often other counties reassess. Mr. Thomas said it varies by county based on their need. An assessment can be done annually or as long as six years.

Supervisor Guzy asked if the assessors are finding buildings that were built without permits and what is the procedure in getting the proper County departments involved. Mr. Thomas said yes they find some mostly in agriculture areas. The first step is to assess the new structure and then contact Mr. Campbell's office and he will take whatever action he deems necessary. After they conclude their reassessment hearings, there is a court appointed Board of Equalization will handle any disputes that have not been satisfied. He asked the Board to be thinking of who they would like to appoint.

Supervisor Cave said he had received a notice from the Commissioner of the Revenue's Office stating an adjustment in his property value and it was significantly lower. He asked if this value was a result of Wingate's recent work. Mr. Thomas said none of their values are prepared, so those notices were not a result of their work. Mr. Campbell said the notices go out if there has been a change from the previous year. The Commissioner's Office is required by law to send out these notices and give the owner 15 days to file an appeal, if so desired.

The Board discussed the process and qualifications of those that need to be on the Board of Equalization. Chairman Woodward suggested the Board start thinking about who they would like to approach to serve.

**Introduction of New Staff:**

Mrs. Moler, County Administrator, said that a new position was created for a Benefits Coordinator position. She then introduced Mrs. Kellie Purdham who was hired to fill the position.

**School Board Resolutions – Arbitrage Funds:**

Mrs. Donna Whitley-Smith, School Superintendent, said with the refinancing of the bonds in mid-February the school division was given a six month deadline to spend the arbitrage fund money. She presented two Resolutions for the Board to consider: 1) for \$140,275 to replace the roof at Stanley Elementary excluding the 1992 section which will be repaired; and, 2) for \$150,000 for drilling a well at Page County High School.

**Motion:** Supervisor Guzy moved to approve the request from the School Board to appropriate \$140,275 from the arbitrage fund to replace the roof at Stanley Elementary School and \$150,000 from the arbitrage fund to complete the well project at Page County High School. Supervisor Cave seconded and the motion carried by a vote of 6-0. Aye: Woodward, Guzy, Wiatrowski, Cave, Short, Pendley. Nay: None.

**Discussion of Building & Zoning Fees:**

Kenny Fox, Building Official, reviewed that staff previously informed the Board that some of the County's permitting fees are either too low or non-existent. Other localities, he said, have started charging administrative fees. In addition, the stormwater fees need to be reviewed because the County is losing money.

Michelle Somers, Zoning Administrator, said the trailer parks fee is currently is \$25.00 per park, regardless of how many trailers are situated within the park. If the fee is increased to \$50 for fewer than 10 units and \$100 for more than 10 units, the revenue would be increased by \$450. Mr. Fox said a trailer park inspection requires inspecting every unit. If a problem exists, a letter needs to be sent and after the problem is fixed another visit needs to be made and all of this is being done for \$25. Mrs. Somers then reviewed a suggested application fee and stop work order fee for the Board to consider.

Mr. Fox suggested appointing a committee to review the fees. Chairman Woodward appointed Kenny Fox – Building Official, Michelle Somers – Zoning Administrator, Clark Draper – Planning & Community Development Director, Amity Moler – County Administrator, Supervisor Guzy and Supervisor Short. Supervisor Short will serve as Chairman of the committee.

**Discussion on the Update of the Landfill Payment Policy:**

Lynda Minke, Landfill Director, said the landfill averages a monthly accounts receivable billing of \$107,000. She presented the Board with a list of delinquent accounts, most of which were six years old, which she would like to resolve and get the charges off the books. The auditors have brought these up for several years during the audit. Mrs. Minke said the current policy in place is working, but she proposed to amend the payment policy because it does not currently address judgments for delinquent accounts. She asked the Board to review the proposed changes to amend the policy. County Attorney Miller said that every person who applies to open a landfill account should sign an agreement. The penalty and interest rate should be included in the agreement so it is a contractual arrangement between the landfill and the contractor. Then if the account becomes delinquent the contract will outline the penalty or interest.

Supervisor Guzy said that the Administrator needs to be informed of any account that is past due for six months. The Administrator will then bring it to the Board.

Supervisor Cave said he likes the idea of a contract for people to sign, both new customers and existing. He suggested the County Attorney to get with Mrs. Minke to put something together.

County Attorney Miller said that an LLC should have the personal guarantee of the owners, rather than a shell LLC that the County cannot collect anything from.

Supervisor Cave there is a need to talk about tipping fees for the towns and determine whether the County should start charging. He said he would like input from Mrs. Minke.

**Discussion of Possible Noise Ordinance Amendment:**

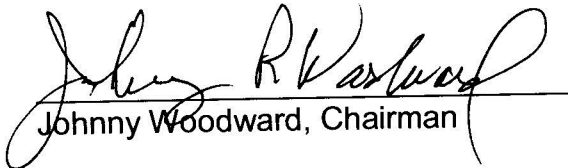
Mrs. Moler said that the Board of Supervisors adopted the noise ordinance on August 5, 2014. It has been brought to her attention that the definition of daytime and nighttime have the incorrect enforceable times on Friday and Saturday. She pointed out that the daytime hours for Friday and Saturday should be 6:00 a.m. and 12:00 a.m., not 6:00 a.m. and 12:00 p.m. The nighttime hours for Friday and Saturday should be 12:00 a.m. and 6:00 a.m. not 12:00 p.m. and 6:00 a.m. 12:00 p.m. She recommended that the Board advertise to hold a public hearing to amend the Ordinance changing the enforceable times for Friday and Saturday.

**Motion:** Supervisor Cave moved to advertise and hold a public hearing to adopt an amended Ordinance to enact Chapter 81, Noise. Supervisor Guzy seconded and the motion carried by a vote of 6-0. Aye: Guzy, Wiatrowski, Cave, Short, Pendley, Woodward. Nay: None.

Mrs. Moler said the Public Hearing would be scheduled for the June 16, 2015 meeting.

**Adjourn:** 8:31 p.m.

With no further business, Chairman Woodward adjourned the meeting.

  
Johnny Woodward, Chairman

  
Amity Moler, County Administrator